

Request for Offers (RFO) Addendum

RFO Number: 0011

Addendum Number: 1

Date of Addendum: July 17, 2014

Original Due Date, Time: July 22, 2014, 12:00 p.m. (noon) CT

Revised Date, Time (if changing): Not applicable; no change

Title: Health Insurance Exchange Electronic Data Report Production

SCOPE OF ADDENDUM

The following are answers and responses to submitted questions. There are no changes to the RFO.

Q1. Please confirm the budget of the requirement.

A1. Currently, MNsure has approved a budget of \$468,000.

Q2. Is there any incumbent already working? If yes please let us know the name of the incumbent.

A2. This is a new initiative and there are no incumbents currently working on this specific engagement.

Q3. Are you looking for a Technical Architect who can develop or are you looking for an Enterprise Architect?

A3. MNsure is looking for the best candidate to complete the architect's role and does not wish to limit submissions based on a classification of "technical" or "enterprise."

Q4. What type of technical experience would make the ideal candidate for both the Analyst and Architect position?

A4. Please review the RFO document.

Q5. Are there incumbent candidates in place for either of these positions?

Q5. See A1 above.

Q6. Please detail the computer-based security training classes requirement that must be passed prior to commencement of work. Does vendor pick up this cost? Where are classes held? What are the titles of the classes to be taken?

A6. Every employee and consultant who works on the MNsure project is required to complete two computer-based training classes. The first pertains to HIPPA regulations and the second pertains to DHS IT security. There is no cost to the consultants and each must be taken within a few days of beginning work. Each CBT class takes about 2 hours to complete. There are no exceptions to completing and passing both classes.

- Q7. The required and desired skills appear to be geared towards the Architect position. Does MNSure have additional requirements for the Business Reporting Analyst?
- A7. After consultation with MN.IT Services, it was determined that MNSure is best served by having a team of one architect and one business analyst work on this initiative. MN.IT believes there are BAs with the appropriate skills and experience to compliment the architect.
- Q8. Our firm is contracted to provide Business Analysts but not Architects. Based on the RFO description, does that mean we can't submit even though we received this email? Could we submit BA's?
- A8. A firm can submit only architects for consideration, or only business analysts for consideration, or a combination of both categories. The important thing to remember is limit submissions to those identified in your master contract. Ideally, MNSure would like to contract with one firm that provides both an architect and a business analyst but that is secondary to identifying the most qualified individuals to complete the project.
- Q9. Will this be an online class? If so how long is each class and what are the requirements for taking that class?
- A9. See A6 above.
- Q10. If either the Architect or the Business Analyst did not pass the training, will the other be considered or not?
- A10. The CTB classes are taken after the selection process. If one individual does not pass either of the classes and cannot work on the project, that will have no effect on the other individual. Each person's results on the classes are independent of the other's.
- Q11. I was reviewing your project requiring an Architect and Business Analyst. Is there an incumbent for either of those? If yes, what is the name of the vendor?
- A11. See A2 above.
- Q12. Do we submit our response as one email to Kevin.Marsh@state.mn.us with cc to MNIT.SITE@state.mn.us? Or do we need to send two 2 separate emails to them?
- A12. The response should be e-mail to Kevin.Marsh@state.mn.us with a copy to MNIT.SITE@state.mn.us. There is no reason to submit two e-mails.
- Q13. The RFO states "You must submit either an e-mail with your response or an e-mail notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program." What does that mean?
- A13. If an eligible firm does not respond to this RFO, it should send an e-mail to the above e-mail notifying MN.IT that it does not wish to submit a response to the RFO.
- Q14. Page 1, Business Needs and Project Deliverables, of the RFO reads: produce and transmit enrollment files to MNSure carriers at least twice per week and at increased frequencies as systems and processes permit. Has MNSure implemented an automated EDI file generation and transmission capability yet or is this currently a manual extraction, validation and transmission process?

- A14. MNSure has an automated process to create the 834 but certain components require manual review. The goal of this engagement is remove all manual processes resulting in a fully-automated solution.
- Q15. Page 1, Business Needs and Project Deliverables, of the RFO reads: work and assist MN.IT vendors to complete the build out of MNSure EDI files. The “build out” of files being referred to is which, the manual production of these files or the implementation of an automated extract capability to product these files?
- A15. Additional work is required to finalize the current EDI files. The goal of this engagement is remove all manual processes resulting in a fully-automated solution.
- Q16. Page 1, Business Needs and Project Deliverables, of the RFO reads: take the lead role in working with MNSure internal processes to develop and vet lists of which enrollments and payments may be sent in each file. Approximately how many transactions per week are involved in this activity?
- A16. The transactions vary widely, depending on whether its open enrollment or a special enrollment period.
- Q17. Page 1, Business Needs and Project Deliverables, reads: take the lead role in working with MNSure internal processes to develop and vet lists of which enrollments and payments may be sent in each file. Is VLOOKUP the function being used to develop and vet these lists of enrollments and payments?
- A17. A variety of tools are utilized, including VLOOKUP.
- Q18. Page 1, Business Needs and Project Deliverables, reads: develop a thorough understanding of the “end to end” process in EDI files. CMS provides this information through their companion guide(s) which include flow charts, examples, business rules and instructions. Is this intended to explain, extend or replace the CMS documentation or simply reiterate it in terms friendly to Minnesota providers?
- A18. This is not intended to replace any CMS documentation.
- Q19. Page 1, Business Needs and Project Deliverables, reads: ensure that all enrollments and payments are sent to carriers. How many carriers are there?
- A19. MNSure has six carriers for plan year 2014.
- Q20. Page 2, Project Environment, reads: Consultants will primarily work with MNSure’s Policy and Planning Management unit. Please confirm this position reports to a line operating unit (Policy and Planning Management) and not to IT.
- A20. That is correct. These two positions will report to the director of policy and planning, not IT.

- Q21. Page 2, Project Requirements, reference Statewide Enterprise Architecture Standards. Can you provide the Statewide Enterprise Architecture Standards specific to EDI?
- A21. State government's Statewide Enterprise Architecture Standards are universal and apply to all IT transactions. Incumbents need to be knowledgeable about all the standards and determine which are specific to EDI. The standards are available on the MN.IT website.
- Q22. Page 2, Desired Skills, reference "V Lock up." Is this a typo reference to VLOOKUP?
- A22. Yes. That is a typo.
- Q23. How much process re-engineering is there within the scope of the overall project?
- A23. MNSure is making adjustments to its EDI files process. This project is no a complete re-design.
- Q24. Does a model of the "end to end" process exist or is that part of the deliverable for this project?
- A24. Yes.
- Q25. We need to understand whether there will be any existing work or work in process to evaluate at contract startup. Was a previous contractor providing any parts of this capability and, if so, who were they and what was the contract vehicle being used?
- A25. There is no existing work or work in process to evaluate.
- Q26. In the Business Need and Project Deliverables section of the RFO, there is a list of items the consultants will be working to accomplish. Do you have a version of this list that is broken down by role (i.e. Architect and Analyst) or will that breakdown occur after the work begins, based on the skill sets of the consultants selected?
- A26. The breakdown will occur after work begins, allowing the architect and business analyst to determine the best individual to complete the task.
- Q27. Is this is a new project? If not, are there any incumbents currently in these roles?
- A27. See A2 above.
- Q28. What interviewing process does MNSure plan to use in order to select consultants for this effort? Will there be phone / in-person interviews involved or will the selection be based primarily on the materials submitted in the RFO proposals?
- A28. The decision makers will identify a short list of candidates based on submission of resumes. The short listed candidates will be invited to participate in a personal interview at MNSure headquarters. A phone interview may be permitted if the finalist is unable to attend an in-person interview.
- Q29. Would you prefer to have our proposed cost information in a separate attachment or should we include the cost detail in the body of the proposal?

- A29. The project will be based on time and material due to the nature of the work. It is preferable to include the hourly rate of the person at the very top or very bottom of the submitted resume.
- Q30. Is there a projected budget for this work effort?
A30. See A1 above.
- Q31. Are the as-is processes and any future process changes related to EDI files, currently documented or is that part of this work effort?
A31. It is anticipated that some documentation will be required.
- Q32. Approximately what percentage complete are the current EDI companion guides?
A32. The EDI companion guide is complete.
- Q33. Have the MNsure carriers reviewed the EDI companion guides in their current form and provided initial feedback?
A33. Yes.
- Q34. Are enrollment files currently being produced twice each week to MNsure carriers?
A34. EDI production varies, depending on whether MNsure is in open enrollment period or special enrollment period.
- Q35. Can you please explain in further detail what security training classes the consultants will have to pass. Is that a State of MN test? Does the State pay for these tests?
A35. See A6 above.
- Q36. Is there any differentiation in the skills wise for BA & Architect?
A36. See A4 and A7 above.
- Q37. Is there an incumbent that has worked on this project, or similar type responsibilities and project needs for MNsure?
A38. See A2 above.
- Q38. Is this a new project or is this a current, existing project needing additional support and resources?
A38. This particular engagement will provide additional support and resources.

Q39. Cost: Please confirm that it's acceptable for vendors to simply include the bill-rates along with submitted candidate names in the cover letter of the submitted proposal. Or does MnSURE expect a separate cost proposal?

A39. See A29 above.

Q40. Is MNSure looking for Fixed Price, i.e. by deliverables, proposals?

A40. No. This engagement will be based on time and materials, i.e. a consultant's hourly billable rate.

Q41. Is MnSURE looking to secure the selected resources on a T&M, hourly basis?

A41. Yes.

Q42. Is MnSURE expecting to award one contract and expecting the selected vendor to provide the team needed to perform the duties / deliverables outlined in this RFO?

A42. MNSure will award two work order contracts, one for the architect and a second for the business analyst. Those work orders may be with one firm or they may be with two firms, depending on whether one or two master contractors are selected to provide the consultants.

Q43. Is MnSURE expecting to award multiple contracts to secure submitted resources by multiple vendors in order to create the team needed to perform the duties outlined in this RFO?

A43. See A42 above.

Q44. Will the work provided by the selected resources be done 100% on-site, or will there be some remote options?

A44. Refer to RFO document.

Q45. Please confirm if MnSURE expects any travel needed by selected resources to perform the duties outlined in this RFO?

A45. There will be no travel for either of these positions.

Q46. Please confirm that the work performed in this RFO will be done during regular business hours (ie. 8a – 4p, Mon – Fri)?

A46. Yes.

Q47. For the EDI Architect role, what are the key skills?

A47. Refer to RFO document.

Q48. Should we price together for both positions or individually?

A48. Provide individual hourly rates.

Q49. Is there a face to Face interview required?

A49. See A28 above.

Q50. Does the consultant need to have Healthcare or Government background?

Q50. No.

Q51. Are there any other ancillary skills that would be helpful?

A51. Please refer to RFO document.

Q52. Will you accept a phone or Skype interview for candidates that are out of town? Do you know what the interview process will look like?

A52. MNsure will consider a phone or Skype interview. See A28 above.

Q53. How many companies were given the opportunities to respond to this RFO?

A53. Every SITE master contractor that provides architects or business analysts is eligible to response to this RFO.

Q54. Are there any incumbent vendors/resources responding to this RFO?

A54. MNsure does not know whether any outsourced vendors with which it currently works will respond to this RFO.

Q55. How big is the team these resources will be working with?

A55. The team will potentially working with MNsure staff, contractors and other consultants. The exact number or persons with whom these individuals will work and interact is impossible to estimate.

Q56. Is there a budget rate you are targeting?

A56. See A1 above.

Q57. We are aware of the SITE rates and that we need to be competitive but, is there a cap you are looking to be under?

Q57. No.

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: